

202 KAR 7:601. Training, education, and continuing education.

RELATES TO: KRS 271, 311A.050, 311A.110, 311A.115, 311A.120, 311A.130, 362, 365

STATUTORY AUTHORITY: KRS 311A.020, 311A.025, 311A.030, 311A.060, 311A.110, 311A.115, 311A.120, 311A.125, 311A.130

NECESSITY, FUNCTION, AND CONFORMITY: KRS 311A.110, 311A.115, 311A.120, and 311A.125 require the board to promulgate administrative regulations establishing standards related to the training and education of emergency medical services personnel. KRS 311A.130 requires proper in-service and in-house in-service training and education. KRS 311A.025 requires the board to establish levels of certification. This administrative regulation establishes requirements for an organization to be approved by the Board as an Emergency Medical Service Training and Education Institute (EMS-TEI) and also establishes standards for the certification and recertification of EMS educators.

Section 1. Education Committee. (1) The board shall create and recognize a standing committee on EMS Education.

(2) The Education Committee shall consist of seven (7) voting members representative of EMS Educators in the state of Kentucky. At least one (1) voting member of the Education Committee shall also be a member of the Kentucky Board of Emergency Medical Services.

(3) The Education Committee shall schedule on an annual basis at least six (6) regular meetings of the committee.

(4) The purpose and charge of the Education Committee shall be to:

(a) Assist the board in developing a strategic plan for EMS education in the state of Kentucky;

(b) Act as a resource for EMS educators and EMS-TEIs in the Commonwealth; and

(c) Assume the lead role in formulating, drafting, and sending to the board for approval and subsequent promulgation of all administrative regulations that set the standards and requirements for EMS education in Kentucky.

Section 2. EMS-TEI Certification. (1) Only an entity certified by the board as an EMS-TEI shall be authorized to conduct training and education programs that lead to certification or licensure by the Kentucky Board of Emergency Medical Services (KBEMS).

(2) An applicant for certification as an EMS-TEI in Kentucky may be certified at the following levels:

(a) EMS-TEI 1, which includes EMR;

(b) EMS-TEI 2, which includes EMR and EMT;

(c) EMS-TEI 3, which includes EMR, EMT, and AEMT;

(d) EMS-TEI 4, which include EMR, EMT, AEMT, and EMT-P; or

(e) EMS-TEI CE, which includes continuing education only.

(3) An applicant may seek one (1) or multiple levels of certification during the two (2) year certification term.

(4) An applicant for a level of EMS-TEI certification shall meet all requirements of that level.

(5) An applicant for certification at a level of EMS-TEI shall submit a completed Training and Educational Institution (TEI), KBEMS-E14, with the Kentucky Board of Emergency Medical Services (KBEMS)

(6) An applicant shall submit fees as required by 202 KAR 7:030 with the Training and Education Institution (TEI), KBEMS-E14.

Section 3. Initial Certification Requirements for EMS-TEIs. (1) If an applicant is organized as

a business entity and is required pursuant to KRS Chapters 271, 362, and 365 to file with Kentucky's Secretary of State, the applicant for EMS-TEI certification shall provide proof of registration with the Kentucky Secretary of State that the EMS-TEI is legally able to conduct business in the state.

(2) An applicant shall provide the board with an organizational chart indicating, at a minimum:

(a) The names and addresses of the owner, operator, chief administrative officer, and other personnel necessary for operation of the entity as an EMS-TEI;

(b) The names and addresses of the EMS-TEI's designated agent for receiving service;

(c) The name and address of the EMS-TEI's medical director; proof that the medical director is qualified pursuant to 202 KAR 7:801; and a document executed between the owner of the EMS-TEI and the medical director outlining the relationship, duties, and requirements of a medical director for an EMS-TEI; and

(d) The name and address of the EMS-TEI's program coordinator.

(3) Beginning January 1, 2013, if the EMS-TEI will be offering courses leading to certification or licensure for EMS personnel in Kentucky that is dependent on EMS-TEI accreditation, the applicant for EMS-TEI shall submit proof of accreditation.

Section 4. Certification Periods and Inspections. (1) An EMS-TEI shall display the current certificate issued through the Kentucky Board of Emergency Medical Services in a prominent place in the EMS-TEI's business.

(2) Certification of an EMS-TEI shall be valid for a period of two (2) years unless limited by disciplinary action.

(3) Prior to expiration of the two (2) year certification period, an EMS-TEI may apply for recertification for a subsequent two (2) year period.

(4) Upon application for recertification, an applicant shall resubmit an Training and Educational Institution (TEI), KBEMS-E14.

(5) An EMS-TEI seeking recertification shall pay all applicable fees upon application. Failure to pay fees or subsequent rejection of a payment method shall result in denial of the Training and Educational Institution (TEI), KBEMS-E14.

(6) A newly certified EMS-TEI shall undergo an inspection prior to offering the EMS-TEI's first class. Failure to submit to the inspection shall result in immediate revocation of the certification.

(7) Each inspection shall ensure that the EMS-TEI has met all applicable requirements in Section 5 of this administrative regulation. If the board's inspection finds that the EMS-TEI has failed to meet a requirement, the EMS-TEI shall correct all deficiencies prior to offering a class.

(8) The board shall inspect an EMS-TEI upon submission of the EMS-TEI's notice of intent to upgrade the level of courses offered.

(9) The board may inspect an EMS-TEI upon submission of the Training and Educational Institution (TEI), KBEMS-E14, to renew certification as an EMS-TEI.

(10) The board shall conduct the inspection of an EMS-TEI no more than ninety (90) days following KBEMS' receipt of notice of intent to upgrade.

(11) Approval of notice of intent to upgrade shall not extend the two (2) year EMS-TEI certification period.

Section 5. EMS-TEI Operating Requirements. (1) Each EMS-TEI shall maintain files for a period of seven (7) years beyond the end date of each EMS Course program that contain the following documentation:

(a) For courses requiring accreditation, all documents necessary for the EMS-TEI to have

met the accrediting agency's standards, policies, and guidelines;

(b) The student attendance sign-in sheets for each course taught, including:

1. Lectures;
2. Practical skills lessons; and
3. Clinical and field rotations;

(c) A master copy of each set of written examinations administered and answer keys for the exams;

(d) A master copy of practical skills examination forms;

(e) A master copy of each course syllabus;

(f) Current, written affiliation agreements executed between hospitals or EMS agencies and the EMS-TEI;

(g) Health records for students as may be required by the EMS-TEI or as expressly required in written affiliation agreements and determined necessary for students to complete clinical assignments, field-internships, or summative field evaluations;

(h) Records of all disciplinary actions taken against a student, if applicable. Records shall include notification to students of the complaint; responses, if applicable, made by or on behalf of the student; and actions taken as a result of a complaint or other documented incident, grievance, or deficiency;

(i) For students requiring remediation, documentation of specific activities or procedures requiring remediation and actions taken in response to deficiencies, including how the specific remediation was accomplished and if the success or failure of remediation;

(j) A master file of the objectives and competencies to be achieved by students during each educational program; and

(k) Documentation of another requirement that the EMS-TEI has established as part of the offered courses.

(2) Failure of an EMS-TEI to maintain records required by the board shall result in disciplinary action against an EMS-TEI.

(3) KBEMS shall require an EMS-TEI to submit a copy of the EMS-TEI's annual accreditation report if accreditation is necessary for licensure or certification of the students taking the EMS-TEI's offered course.

(4) EMS-TEIs shall conduct an annual review and revision of all courses and programs to ensure the EMS-TEI has complied with necessary updates to courses, programs, and accepted educational standards.

(5) An EMS-TEI shall document in writing the required annual review and updates resulting from the annual assessment.

(6) Documentation of the annual review shall be in writing, signed by the owner or program coordinator, and maintained in the course or program file.

(7) An EMS-TEI shall assure that all physical resources required by the curriculum, including classrooms, skill practice areas, notices of where to purchase or access textbooks, instructional aides, equipment, and supplies shall be:

- (a) Available at each class session where skills are taught or practiced;
- (b) Adequate in number to allow for practice by students enrolled; and
- (c) In good working order and well-maintained.

(8) An EMS-TEI shall maintain and protect the privacy of all records pertaining to the health and safety of patients, students, and faculty members that are obtained or developed through or as a result of participation in training and educational activities with the EMS-TEIs.

(9) The EMS-TEI shall be responsible for knowing and following all federal and state laws and requirements established in 202 KAR Chapter 7 relevant to safeguarding privacy of records, including educational and health records.

(10) The EMS-TEI shall develop and make available to all prospective students a clearly-defined admissions policy and procedure.

(11) An EMS-TEI's admission policy shall include specific requirements for students to gain admission, maintain enrollment, and all academic requirements necessary to successfully complete the offered course or program. Admissions policies and procedures shall include at a minimum:

- (a) Tuition rates and fees associated with the training and education program;
- (b) Fees and other costs associated with remediation;
- (c) A descriptive synopsis of the curriculum for each type of course taught;
- (d) Course educational objectives;
- (e) Classroom lecture and skills practice schedules;
- (f) Clinical or field rotation locations with tentative beginning and ending dates;
- (g) Participation requirements for each clinical or field rotation site; and
- (h) Citations to and language of prohibited actions pursuant to KRS Chapter 311A.050 that provide grounds for sanctions against or denial of individuals making application for certification or licensure by the board.

(12) EMS-TEIs shall establish written policies that provide for:

- (a) The creation and use of course or program advertising that accurately portrays the course or program content as offered by the EMS-TEI;
- (b) A uniform process for filing, investigating, and resolving complaints or grievances by applicants, students, preceptor sites, patients, members of the general public, or faculty members;
- (c) A procedure for a student to withdraw from a course and a clear statement of refund policies and the steps necessary for a student to obtain a refund of tuition or fees already paid;
- (d) Faculty to develop examinations for each course offered;
- (e) The establishment of and adherence to examination procedures and policies;
- (f) The requirements for a student to take and pass examinations in courses the EMS-TEI offers; and
- (g) Notification to all students and prospective students of their right to ask for and obtain the pass – fail rates of past students who have taken the National Registry Exam or other board approved certification test. The pass – fail rate shall be calculated for courses given within the last two (2) years.

(13) An EMS-TEI shall assure each student, while participating in a clinical or field rotation, is clearly identified as a student and by first and last name. Identification shall be accomplished by use of:

- (a) A nameplate;
- (b) A uniform; or
- (c) Other publicly apparent means.

(14) EMS-TEIs shall include a chief administrative officer (CAO) or designee who shall:

- (a) Administer and oversee the EMS-TEI;
- (b) Assure the quality and credentials of the program coordinator, EMS educators, EMS educator adjuncts, and students accepted into the EMS-TEI's programs or courses;
- (c) Assure the security of examination results and materials;
- (d) Monitor the activities of the EMS-TEI's faculty and students; and
- (e) Maintain records and documents and submit reports.

(15) If applicable, an EMS-TEI shall have a Paramedic Course Coordinator for paramedic training and education courses. The Paramedic Course Coordinator shall maintain a Level III EMS Educator status in the Commonwealth of Kentucky.

(16) A certified EMS-TEI shall maintain an ongoing level of competence, evidenced by a

minimum pass rate of fifty(50) percent based upon a measurement of students who have taken the board-approved exam for the first time within the twenty-four (24) months immediately preceding the EMS-TEI's renewal date.

(17) An EMS-TEI's competency shall also be demonstrated by compliance with KRS Chapter 311A and 202 KAR Chapter 7 and the EMS-TEI's process for remediating students who take but fail to pass the board-approved test.

(18) If an EMS-TEI fails to meet an ongoing level of competence determined according to this section, the EMS-TEI shall be subject to a plan of correction mediated through the office of the board.

(19) An EMS-TEI that cannot maintain an ongoing level of competence may be subject to discipline pursuant to KRS 311A.

Section 6. Disciplinary Action. (1) As certified entities under the board's jurisdiction, all EMS-TEIs shall be subject to the disciplinary procedures and sanctions established in KRS 311A.

(2) Discipline of an EMS-TEI as a certified entity shall not prevent the board from taking disciplinary action against a certified or licensed individual associated with the EMS-TEI at any level of certification or licensure applicable.

Section 7. Reporting Requirements for EMS-TEI. (1) An EMS-TEI shall submit to KBEMS the documents required by subsection (2) of this section for all EMS courses that lead to licensure or certification by the board.

(2) An EMS-TEI shall submit the following documents to the board office:

- (a) Course Notification form; and
- (b) Educational Institution Course Roster.

(3) Upon submission of all documents required by subsection (2) of this section for courses that lead to licensure or certification, the office of the board shall assign a number or other identifier to the course.

(4) An EMS-TEI shall notify the board office thirty (30) days prior to the start of a course. Failure to notify KBEMS shall violate this section of this administrative regulation and may subject the EMS-TEI to disciplinary action under KRS 311A.

(5) A class shall not commence until the EMS-TEI has obtained an identification code and notified the board as required in this section.

(6) A course that does not meet all requirements of this administrative regulation shall not lead to certification or licensure for the EMS students enrolled in the course.

Section 8. Requirements For All Training and Education Courses. (1) All EMS training and education courses that lead to certification or licensure by KBEMS shall:

- (a) Comply with this administrative regulation;
- (b) Not commence until the EMS-TEI has filed all documents required pursuant to Section 7(2) of this administrative regulation;
- (c) Not begin until the EMS-TEI has paid all fees required pursuant to 202 KAR 7:030;
- (d) Use the National Emergency Medical Services Education Standards – Instructional Guidelines;
- (e) Teach students the EMS Scope of Practice Model;
- (f) Meet the course administrative and faculty requirements in this administrative regulation and as established by the board approved accrediting agency; and
- (g) Use lead instructors certified by KBEMS as EMS educators who are minimally certified or licensed at the level of the offered course.

(2) The EMS-TEI may use adjunct faculty for initial certification or licensure courses if the

adjunct faculty:

(a) Meets one (1) of the requirements established in Section 13 of this administrative regulation; and

(b) Teach for no more than five (5) percent of the classroom education time for each EMS course without the supervision of the program coordinator or certified instructor present and available in the classroom.

(3) The EMS-TEI shall have additional skills educators for classroom sessions where skills are practiced. These sessions shall not proceed without the presence of:

(a) A certified educator for the first ten (10) students; and

(b) An additional educator or adjunct faculty for each one (1) to ten (10) additional students. Additional adjunct faculty used shall not be required to be certified as an EMS educator but shall be certified by the board as an EMS provider at or above the level for the course being taught and shall meet at least one (1) requirement established in Section 13 of this administrative regulation.

(4) The EMS-TEI shall have a medical director qualified pursuant to 202 KAR 7:801, who shall:

(a) Be employed by or under written contract with the EMS-TEI to serve as the medical director of the program;

(b) Be routinely available to the EMS-TEI to provide consultation regarding issues related to the training and education program;

(c) Participate in the approval of the didactic clinical and evaluation material and student progress review;

(d) Meets the accrediting agency standards, policies and guidelines;

(e) Provide medical consultation and guidance to the course faculty; and

(f) Certifies the skills of all of the EMS-TEI's students who are enrolled in courses leading to certification or licensure.

(5) An EMS-TEI shall maintain a written contractual affiliation agreement or memorandum of agreement with each clinical rotation site that outlines, at a minimum, the responsibilities of each entity and reporting requirements for students involved in clinical and field training and education.

(6) An EMS-TEI shall provide faculty from the EMS-TEI training and education program, clinical coordinators, or designees under contract with the EMS-TEI to oversee student activity while in the clinical setting.

Section 9. Emergency Medical Responder Training and Education Course Requirements. Each Emergency Medical Responder (EMR) training and education course shall follow:

(1) All training and education requirements established in KRS Chapter 311A and 202 KAR 7:201; and

(2) The National Emergency Medical Services Education Standards – Instructional Guidelines for duration of course and individual class segments.

Section 10. Emergency Medical Technician Training and Education Course Requirements.

(1) Each Emergency Medical Technician (EMT) training and education course shall:

(a) Include all training and education requirements established in KRS Chapter 311A and 202 KAR 7:301; and

(b) The National Emergency Medical Services Education Standards – Instructional Guidelines for duration of course and individual class segments.

(2) To be eligible for certification as EMTs, each student shall complete a clinical or field rotation that meets the requirements for EMT education as determined by this administrative

regulation and the EMS Scope of Practice for an EMT student as approved by the accrediting agency's minimum requirements.

(3) The minimum requirements of clinical or field rotations for EMTs shall include minimally:

(a) A clinical or field rotation consisting of at least twenty-four (24) hours conducted in a hospital emergency department, public health department, urgent treatment center, physician's office, licensed ambulance service, or other health care facility;

(b) Interviews and assessments of a minimum of ten (10) patients with at least five (5) interviews and assessments conducted in a pre-hospital ambulance service setting; and

(c) Recording patient history and completing assessment on a prehospital care report form for each of the ten (10) patients required in paragraph (b) of this subsection.

(4) If a student fails to achieve a goal established for the EMT education program, the EMS-TEI CAO Officer or program director shall require the student to repeat the failed portion of a clinical or field rotation experience.

(5) If a student is required to repeat a portion of a clinical or field rotation experience, the CAO or program director shall have a written procedure for remediation that ensures the student shall be provided with adequate due process protections that include at a minimum:

(a) Notification of allegations or academic issues;

(b) A right for the student to be heard on the subject of the allegations or academic issues; and

(c) A right for the student to appeal the decision of the EMS-TEI about the allegations or academic issues.

(6) If additional time is required, the notification to the student shall be signed and dated by the student.

Section 11. Advanced-Emergency Medical Technician Training and Education Programs.

(1) Advanced-Emergency Medical Technician (A-EMT) training and education course requirements. Each A-EMT training and education course shall:

(a) Include all training and education as required pursuant to KRS Chapter 311A; and

(b) Follow the National Emergency Medical Services Education Standards – Instructional Guidelines.

(2) To be eligible for certification as A-EMTs, a student shall complete a clinical or field rotation that meets the requirements for A-EMT education as determined by this administrative regulation and the EMS Scope of Practice for an A-EMT.

(3) The minimum requirements of clinical and field rotations for A-EMTs shall include:

(a) Clinicals or field rotations that occur in a hospital emergency department, public health department, urgent treatment center, physician's office, licensed advanced life support ambulance service, or other advanced health care facility;

(b) Interviews and assessments of a minimum of thirty-five (35) patients, including at least fifteen (15) interviews and assessments while the student is actively in the role of team leader with a licensed ambulance service; and

(c) Record of patient history and assessment on a prehospital care report form for each of the thirty-five (35) patients required in paragraph (b) of this subsection.

(4) If a student fails to achieve a goal established for the A-EMT education program, the EMS-TEI chief administrative officer or program director shall require the student to repeat the failed portion of a clinical or field rotation experience.

(5) If a student is required to repeat a portion of a clinical or field rotation experience, the CAO or program director shall have a written procedure for remediation that ensures the student shall be provided with adequate due process protections that include at a minimum:

(a) Notification of allegations or academic issues;

(b) A right for the student to be heard on the subject of the allegations or academic issues; and

(c) A right for the student to appeal the decision of the EMS-TEI about the allegations or academic issues.

(6) If the EMS-TEI requires the student to complete additional ride-time, the EMS-TEI shall give the student written notification for the student to sign and date.

Section 12. Paramedic Training and Education Programs. Paramedic training and education course requirements. (1) Each Paramedic training and education course shall:

(a) Include all training and education as required by this administrative regulation, KRS Chapter 311A, and any other Kentucky statutes that place mandates upon paramedic students; and

(b) The National Emergency Medical Services Education Standards – Instructional Guidelines.

(2) To be eligible for licensure as a paramedic, a student shall complete a clinical or field rotation that meets the requirements for paramedic education as determined by this administrative regulation and the EMS Scope of Practice for a Paramedic.

(3) The minimum requirements of clinical or field rotations for paramedics shall include:

(a) Clinicals or field rotations that shall be conducted in a hospital emergency department, public health department, urgent treatment center, physician's office, licensed advanced life support ambulance service, or other advanced health care facility;

(b) Interviews and assessments of a minimum of seventy-five (75) patients, including at least fifty (50) interviews and assessments while the student is actively in the role of team leader with a licensed ambulance service; and

(c) Record of patient history and assessment on a prehospital care report form for each of the seventy-five (75) patients required in subsection (3)(b) of this section.

(4) If a student fails to achieve a goal established for the EMS education program, the EMS-TEI chief administrative officer or program director shall require the student to repeat the failed portion of a clinical or field rotation experience.

(5) If a student is required to repeat a portion of a clinical or field rotation experience, the CAO or program director shall have a written procedure for remediation that ensures the student shall be provided with adequate due process protections that include at a minimum:

(a) Notification of allegations or academic issues;

(b) A right for the student to be heard on the subject of the allegations or academic issues; and

(c) A right for the student to appeal the decision of the EMS-TEI about the allegations or academic issues.

(6) If additional time is required to be completed for remediation, the EMS-TEI shall provide written notification of the additional time required and shall obtain a dated signature from the student.

Section 13. Continuing Education. (1) Training and education courses provided to individuals outside the roster of a licensed service and that fulfill the continuing education requirements necessary to recertify or renew a certification or licensure shall be provided by:

(a) An entity certified by KBEMS as an EMS-TEI;

(b) An agency or department having contractual agreements with a KBEMS certified EMS-TEI that is in good standing and not subject to disciplinary action;

(c) A KBEMS approved symposia, state, national, or international school;

(d) A KBEMS approved or nationally accredited on-line or distance education provider but

which shall not provide more than fifty (50) percent of the total continuing education hours to fulfill the CE requirements for renewal pursuant to KRS Chapter 311A or 202 KAR Chapter 7; or

(e) A course that has been accredited by the board-approved accrediting agency for continuing education.

(2) Continuing education courses shall:

(a) Contain material relevant to the job specifications and professional development of EMS personnel; and

(b) Be conducted at an EMS level appropriate for the discipline of the participants.

Section 14. Continuing Education Instructor Requirements. (1) The following persons shall be qualified to conduct continuing education courses for persons certified or licensed by KBEMS:

(a) A paramedic licensed by the board or licensed or certified in another state;

(b) A physician licensed in Kentucky or another state, who has specific expertise in an area of a prehospital discipline;

(c) A registered nurse licensed in Kentucky or another state, who has specific expertise in an area of a prehospital discipline;

(d) An EMS Educator certified in Kentucky; or

(e) An individual who is at least one (1) of the following:

1. Certified by a state or federal agency to teach or perform subject matter relevant to the National Emergency Medical Services Education Standards-Instructional Guidelines and EMS Scope of Practice for a prehospital discipline;

2. Certified by a nationally-recognized entity to provide EMS related training and education;

3. A presenter at a National or State Symposium accredited by an agency or other KBEMS approved entity; or

4. A presenter approved by an EMS medical director as uniquely qualified by experience or education; or

5. A presenter approved as being uniquely qualified by an emergency response agency's chief administrative officer.

(2) The EMS-TEI or other approved contractual department or agency providing continuing education shall be required to:

(a) Maintain a roster, objectives, and outline for every continuing education course taught on file for a period of seven (7) years beyond the end date of each EMS Course; and

(b) Maintain all documentation to have met the accreditation agency standards, policies, and guidelines established in this administrative regulation.

(3) If requested by the board, the EMS-TEI shall submit to KBEMS the required documents for EMS continuing education courses taught within the preceding seven (7) years that lead to re-certification or re-licensure by the KBEMS, including:

(a) Contractual agreements;

(b) The continuing education educator's curriculum vitae;

(c) A completed Educational Institution Course Roster; and

(d) Objectives and outline for each continuing education course.

Section 15. Pilot Programs. (1) A licensed EMS provider agency may apply to KBEMS for authorization to perform a pilot program.

(2) A pilot program shall involve specialized training and education as well as associated procedures not otherwise provided for in 202 KAR Chapter 7.

(3) A licensed EMS provider agency seeking authorization for a pilot program shall submit a

written request to the board.

(4) An authorized entity approved by the board to conduct a pilot program shall agree in writing:

- (a) To submit periodic reports related to the progress of the pilot program; and
- (b) To abide by the board-established requirements for the pilot program.

(5) An individual otherwise certified or licensed by the board who successfully completes an approved pilot program shall perform the procedures relevant to the training and education received in the pilot program subject to protocols established by the medical director for the pilot program.

(6) The board may establish pilot program limitations on:

- (a) The geographic area or service location where the procedure may be performed; and
- (b) The performance of the procedure subject to a:
 - 1. Specific and defined event;
 - 2. Disaster; or
 - 3. Designated directive.

(7) The board may authorize the use of physicians or other medical professionals to supervise and monitor the training and education of students involved in a pilot program.

(8) The board may restrict or limit actions that involve the performance of an invasive procedure or the administration of medication subject to:

- (a) Required physician or medical director oversight; or
- (b) The use of protocols that have been submitted to the board for review and approved by the state medical advisor and the board.

Section 16. EMS Educators. (1) An EMS Educator may be certified at the following levels:

(a) Level I – EMR Educator, which certifies the individual to teach EMR courses or EMR continuing education;

(b) Level II – EMT Educator, which certifies the individual to teach EMT and EMR courses or EMT and EMR continuing education; or

(c) Level III – Advanced Educator, which certifies the individual to teach EMR, EMT, A-EMT, and paramedic courses or continuing education.

(d) Level IIIR - Registered nurses and physicians who are not currently certified as an EMT, A-EMT, or paramedic shall only be certified as Level III instructors who teach A-EMTs or paramedics.

(2) Depending on the level of certification sought, an applicant for certification as a Kentucky EMS educator shall:

(a) Already hold a certificate or license in Kentucky as an Emergency Medical Responder (EMR), an Emergency Medical Technician (EMT), an Advanced Emergency Medical Technician (A-EMT), or a paramedic;

(b) Not be issued a certificate as an EMS educator for a level of instruction higher than their EMS provider certification or license;

(c) Have successfully completed:

1. The National Association of EMS Educators Emergency Medical Services Education Standards – Instructional Guidelines for educating EMS educators course;

2. A KBEMS-approved EMS educator course that meets the objectives of the National Highway Traffic Safety Administration (NHTSA) and is designed to represent a common core for teaching knowledge and skills to assist the education of adult learners; or

3. A Bachelor's Degree or higher in education;

(d) Have been certified or licensed for a minimum of four (4) years as an EMS provider at the same level or at a higher level for which the applicant seeks to become an EMS educator;

(e) Provide documentation that two (2) years of the four (4) years' experience required in this section is experience providing care with an EMS organization that complies with the requirements of KRS Chapter 311A or 202 KAR Chapter 7.

(f) Provide documentation the applicant has assisted with a course that meets the following requirements:

1. The board has approved the course as leading to certification or licensure;
2. Assistance with the course has been under the supervision of a certified EMS educator who attests using the board-approved Certified Educator form that the educator has served as a course coordinator or lead educator for at least three (3) separate courses and who has not been subject to disciplinary action or reprimand by the board pursuant to KRS Chapter 311A within the past thirty-six (36) months; and

3. The course in which the applicant will assist is at the same level of EMS educator the applicant is seeking;

(g) Provide evidence of completion of a board sponsored orientation program;

(h) Submit a completed EMS Responder Application and pay all established fees;

(3) If applying to become a Level I or II Educator:

(a) Be certified minimally as an EMT to teach EMTs or EMRs and minimally certified as an EMR to teach only EMRs;

(b) Submit documented proof that the applicant:

1. Completed a minimum of five (5) presentations meeting the objectives of the National Emergency Medical Services Education Standards-Instructional Guidelines and EMS Scope of Practice Model National education for EMT or EMR as applicable for level of certification;

2. Demonstrated skills from at least five (5) subjects meeting the objectives of the National Emergency Medical Services Education Standards-Instructional Guidelines and EMS Scope of Practice Model National education for EMT or EMR as applicable for level of certification;

3. Completed all presentations and all skills demonstrations on different topics for a total of ten (10) separate topics; and

4. Attended a minimum of fifty (50) percent of clock hours of the course; and

(4) If applying to become a Level III Educator:

(a) Be certified as a paramedic or higher; and

(b) Present documented proof of instruction in a minimum of fifty (50) classroom clock hours in a minimum of five (5) different subject areas that shall include instruction in pharmacology, cardiac emergencies, and traumatic injuries, meeting the objectives of the National Emergency Medical Services Education Standards-Instructional Guidelines and EMS Scope of Practice Model for paramedic education.

(5) The expiration date of an EMS educator certification shall correspond to those established in KRS Chapter 311A and 202 KAR Chapter 7.

(6) Documented proof of the educator's experience shall be submitted on the Educator Practical Requirements form.

Section 17. Renewal of EMS Educator Certification. (1) An EMS educator shall be eligible to renew the EMS educator certification if the applicant for renewal:

(a) Has maintained state certification or licensure as a provider at a level equal to or greater than the level at which they are certified as an EMS educator;

(b) Has submitted to the board written evidence of completion of all training and education as required by KRS Chapter 311A;

(c) During the preceding two (2) years, has been actively engaged in instruction and obtained a minimum of fifty-two (52) contact hours that include at least eight (8) hours contact hours on topics related to methods of instruction (MOI). The eight (8) relevant to MOI:

1. May include a board-approved and required educator update; and
2. The chief administrative officer of the EMS-TEI employing the instructor shall provide proof of the courses or contact hours if requested to do so in an audit by the board;
- (d) Is not subject to discipline pursuant to KRS Chapter 311A;
- (e) Has paid fees required by 202 KAR 7:030; and
- (f) Has submitted to the board a completed and signed EMS Responder Application.
- (2) The EMS educator shall maintain all training and education documentation outlined in this administrative regulation for four (4) years from the date of completion.
- (3) The KBEMS office may audit an EMS educator's continuing education and continuing education records.

Section 18. EMS Educator reinstatement. (1) An EMS Educator whose certification has lapsed for a period not exceeding five (5) years may reinstate his certificate. To reinstate a certificate, the EMS educator shall submit:

- (a) A completed EMS Responder Application;
- (b) Evidence of at least sixteen (16) hours of training in methodology of instruction (MOI);
- (c) Written evidence of completion of a board-sponsored EMS Educator orientation course; and
- (d) Payment of the reinstatement fee as established in 202 KAR 7:030.
- (2) An EMS Educator whose certification has lapsed for a period exceeding five (5) years shall seek certification as an initial applicant.

Section 19. Transition for Currently Certified Educators. An educator certified after October 2012 shall be transitioned as follows:

- (1) Level I EMS instructors shall be certified as Level I educators;
- (2) Level II Instructors shall be certified as Level II Educators;
- (3) Currently certified Level III Instructors shall be certified as Level III educators;
- (4) Level I and Level II shall be certified as Level I and Level II educators; and
- (5) Level III instructors currently licensed as paramedics shall be certified as Level I, Level II, and Level III educators; and
- (6) Level III instructors currently licensed as RNs or physicians shall be certified as Level III educators.

Section 20. EMS Educator Reciprocity. A person certified as an EMS instructor in another state or US territory shall be eligible for Kentucky EMS instructor certification upon demonstrating:

- (1) Evidence of certification or licensure as an EMS provider for a minimum of four (4) years at the same level or at a higher level for which they are applying to be a Kentucky EMS educator;
- (2) Proof of four (4) years' educational experience in another state or territory;
- (3) Submission of a completed EMS Responder Application;
- (4) Evidence of at least sixteen (16) board-approved hours of training in methodology of instruction (MOI);
- (5) Written evidence of completion of a board-sponsored EMS Educator orientation course; and
- (6) Payment of the educator fee as established in 202 KAR 7:030.

Section 21. EMS Educator Temporary Certification. (1) An EMS educator applicant holding EMS educator certification or licensure from another state or US territory may be granted a

temporary certification in Kentucky upon submission of the EMS Responder Application.

(2) A temporary card shall not be valid for more than one (1) year.

(3) At the end of one (1) year, an applicant for reciprocity who has not completed the requirements established in Section 18 of this administrative regulation shall not be eligible for an extension or renewal of the temporary certification period.

(4) An Applicant failing to meet the time limit for obtaining certification through reciprocity shall seek certification as a Kentucky EMS Educator by completing all requirements for initial certification.

Section 22. EMS Evaluator. (1) An applicant for certification as an EMS evaluator shall:

(a) 1. Be currently certified as a Level I, Level II, or Level III EMS educator; or

2. Hold current unrestricted licensure in a state as a physician;

(b) Have completed a board-approved evaluator training program;

(c) Have a minimum of two (2) years' patient care experience prior to serving as an evaluator;

(d) Submit a completed EMS Responder Application; and

(e) Have paid all fees required by 202 KAR 7:030.

(2) The certification period of an EMS evaluator shall be contemporaneous with the expiration date of a certificate or license issued by the board, the KBN or KBML, or the state that issues his or her license.

(3) An EMS evaluator shall be certified as:

(a) Level I, which qualifies the evaluator to assess EMR candidates for certification;

(b) Level II, which certifies the evaluator to assess EMT and EMR candidates for certification; or

(c) Level III, which certifies the individual to evaluate paramedic, EMT, AEMT, and EMR candidates for certification or licensure. A licensed physician or registered nurse who is not also a licensed or certified EMS provider shall evaluate paramedics only. A person certified as an A-EMT may evaluate A-EMTs, EMTs, and EMRs.

(4) An Individual shall not be endorsed as an EMS evaluator at a level greater than the level at which certified or licensed as an EMS educator.

Section 23. Renewal of EMS Evaluator Endorsement. A person who holds an endorsement as an EMS evaluator shall be eligible to renew the EMS evaluator endorsement if the individual:

(1) Maintains current state certification or licensure as a provider;

(2) During the certification period, participates in a minimum of two (2) separate evaluations on two (2) separate dates or attends a board-sponsored evaluator class;

(3) Is not subject to discipline pursuant to KRS Chapter 311A;

(4) Submits to the board a completed EMS Responder Application; and

(5) Pays all fees required by 202 KAR 7:030.

Section 24. Educator and Evaluator Oversight. KBEMS may conduct scheduled or, if part of an official investigation, unscheduled visits to an EMS educator's classroom or to an EMS evaluation site to verify compliance with KRS Chapter 311A and 202 KAR Chapter 7, instructional quality, and evaluative standards required in this administrative regulation.

Section 25. Incorporation by reference. (1) The following material is incorporated by reference:

(a) "Training and Educational Institution (TEI)", KBEMS-E14, July 2012;

- (b) "Course Notification", KBEMS-E22, September 2012;
 - (c) "Educational Institution Course Roster", KBEMS-E23, September 2012;
 - (d) "National Emergency Medical Services Education Standards – Instructional Guidelines", National Highway Traffic Association, DOT HS 811 077A, January 2009;
 - (e) "EMS Scope of Practice Model", National Highway Traffic Association, DOT HS 810 657, February 2007;
 - (f) "EMS Responder Application", KBEMS-E1, September 2012;
 - (g) "Certified Educator", KBEMS-E24, September 2012; and
 - (h) "Educator Practical Requirements", KBEMS-E20, July 2012.
- (2) This material may be inspected, copied, or obtained, subject to applicable copyright law at the Kentucky Community and Technical College, Office for the Kentucky Board of Emergency Medical Services, 300 North Main Street, Versailles, Kentucky 40383, Monday through Friday, 8:30 a.m. to 4:30 p.m. (30 Ky.R. 167; 935; 1233; 1495; eff. 11-19-2003; 38 Ky.R. 1770; 39 Ky.R. 40; 754; 952; 1981; eff. 10-17-2012; Crt eff. 2-19-2019.)